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29 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : General Services

1. Reference is made to your memorandum of 22 July 1953, requesting comments and recommendations on the possibility of eliminating the General Services Office and transferring the major divisions of that Office to the Logistics Office and the Comptroller's Office.

2. We have reviewed the proposal and believe that it has merit as such a move would place some of the functions where they more logically belong. This change would organize the overall administration of the Agency into three main categories: men, money and material. However, it should be pointed out that generally in all government agencies there will be found organizationally an organizational component called "Administrative Services" whose general duties are classified as housekeeping functions.

3. Whatever the final decision may be as to the elimination of the General Services Office, the Comptroller's Office feels very strongly that there are two particular functions now being performed by General Services which are logically and rightfully functions which should come under the jurisdiction and direction of the Comptroller. These are forms control and Machine Records. Staff studies have been prepared on these two subjects setting forth our reasons and justification for the transfer of these functions to the Comptroller's Office. (See Tab A and B)

4. The Organization and Methods Staff feels that the work of Records Management is closely allied to Organization and Methods work, and that the functions thereof could very well be added to that staff. The Records Center is at present in a development stage and for its best operation should be closely allied to the Records Management function for the present. Later on when the Records Center Program is more clearly established, consideration could then be given to changing its organizational location since it is not really a staff function. The undersigned has mixed feelings on this subject since some phases of the records management program as now constituted appears to be the type of work O&M should be performing. Time given for the submission of comments and recommendations did not permit a detailed study of this matter.

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5. The following comments and recommendations for the other organizational components of the new constituted General Services Office are submitted for consideration:

- a. The Motor Pool function be transferred to the Transportation Division, Logistics Office.
- b. The space acquisition and utilization, building maintenance and utilization and telephone functions be transferred to the Real Estate and Construction Division, Logistics Office.
- c. The printing and reproduction function be transferred to the Logistics Office.

6. In order to have a clear-cut organization in Logistics, and to facilitate control, it would be advisable to consider the establishment of a General Services Division within Logistics which would include the following branches:

- a. Printing and Reproduction
- b. Real Estate and Construction (which would include the present real estate and construction function together with those activities enumerated in 5.b. above)
- c. Mail and Courier

7. I shall be glad to discuss the above comments and recommendations with you at your convenience.

(Signed)

E. R. SAUNDERS
Comptroller

Attachments:
Tab A and B

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